



6-1-1 When do you need one?

Updated October 17, 2016

1.1 Originator

Systems Planning & Operations - Planning

1.2 Introduction

A State Municipal Financial Agreement (SMFA), or project agreement, is needed whenever items are not eligible for payment by WisDOT and need to be funded by the municipality, either in whole or a percentage of the cost.

1.3 Process

The following are examples of when a project agreement is required:

- All projects on connecting highways.
- Reconstruction projects if Community Sensitive Solutions (CSS) are identified as available and a community has expressed interest in its use and future maintenance.
- Projects containing parking lanes, where the community has expressed the desire for work to be done to these lanes.
- Projects where adjustments or replacement of municipality-owned utilities within the roadway is required/requested. (Utility costs of \$50,000 or greater require a separate project ID and cannot be a category on the roadway construction project.)
- Projects containing other items that WisDOT does not fund or participate in the cost of. Consult with the programming engineer if you have a question about any items being eligible or not, as this is constantly changing. The programming engineers also have the ability to consult with other regions for guidance on unique items to have consistency throughout the state.

1.4 References

[Program Management Manual \(PMM\) 3-25-20](#) - link available to internal staff only

SW Region Programming Engineer - Vicki Romenesko, vicki.romenesko@dot.wi.gov

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2/18/2015

Author

Date

6-1-5 Initial Agreements

Updated October 2, 2019

5.1 Originator

Systems Planning & Operations - Planning

5.2 Introduction

If it is identified that a State Municipal Financial Agreement (SMFA) is needed for a project, the responsibility for the initial agreement is dependent on what phase the project is in.

5.3 Process

For projects on connecting highways, the initial agreement is written by the programming engineer. An agreement on cost sharing in 25% of the design costs must be obtained before these projects can proceed.

On other projects, if it is known during scoping that a municipality will be sharing in costs of items (i.e. parking, new lighting, etc), the initial project agreement will be written by the scoping engineer.

If at the time of scoping there were no cost share items identified, but items are identified later during the design process, the initial agreement will be written by the scoping engineers with the assistance of the PDS project manager (or his/her designee).

5.4 References

[Program Management Manual \(PMM\) 3-25-20](#) - link available to internal staff only

SW Region Programming Engineer - Vicki Romenesko, vicki.romenesko@dot.wi.gov

SW Region - Madison Scoping Engineers:

Rachel Potter, rachel.potter@dot.wi.gov

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SW Region - La Crosse Scoping Engineers:

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2/19/2015

Date

6-1-10 Updated Agreements

Updated October 2, 2019

10.1 Originator

Systems Planning & Operations - Planning

10.2 Introduction

As a design project progresses through its life, it is not uncommon for changes to funding or cost share amounts to occur. If there are items a municipality is required to cost share in, it is important to update the State Municipal Financial Agreement (SMFA), or project agreement, to keep the municipality aware of their obligation to the project. Revisions of the original project agreement will be written by the scoping engineer with the assistance of the PDS project manager (or his/her designee).

10.3 Process

Using the original agreement as a basis, update the cost share chart and description(s) for Section 9 (Basis of Payment). It is important that a revision number is placed on the title page, as well as the date of the original signed agreement and date of new (revised) agreement.

Submit the revised agreement to the programming engineer for their review. The agreement will be checked to make sure it is fundable, is able to be loaded into FIIPS, and that the cost share items follow the current guidelines.

10.4 References

[Program Management Manual \(PMM\) 3-25-20](#) - link available to internal staff only

SW Region Programming Engineer - Vicki Romenesko, vicki.romenesko@dot.wi.gov

SW Region - Madison Scoping Engineers:

Rachel Potter, rachel.potter@dot.wi.gov

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6-1-15 Approvals

Updated December 21, 2021

15.1 Originator

Systems Planning & Operations - Planning

15.2 Introduction

State Municipal Financial Agreements (SMFA's) or project agreements require approvals before and after drafting.

15.3 Process

All draft project agreements are submitted to the Program Development and Analysis Section before seeking local signatures. Submittal via e-mail is preferred; BSHP will review within three weeks of receiving. Current BSHP contact is Darren Schoer.

Once confirmation is received (or 3 weeks have passed), the agreement can be sent to the municipality for signature.

The Region Systems Planning and Operations (SPO) - Planning Chief signs the agreements, which are then distributed as described in the following subsection.

15.4 References

[Program Management Manual \(PMM\) 3-25-20](#) - link available to internal staff only

SW Region Programming Engineer - Vicki Romenesko, vicki.romenesko@dot.wi.gov

SW Region SPO - Planning Chief - Steve Flottmeyer, stephen.flottmeyer@dot.wi.gov

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6-1-20 Storage and Distribution

Updated December 21, 2021

20.1 Originator

Systems Planning & Operations - Planning

20.2 Introduction

Once an agreement is approved, signed and returned, it is important that the documents are distributed for proper recordkeeping.

20.3 Process

The two (2) original signed agreements are distributed as follows:

1. SPO - Programming or Scoping Engineer. Scanned and imported into [OnBase](#).
2. Municipality SMFA is written with.

20.4 References

[Program Management Manual \(PMM\) 3-25-20](#) - link available to internal staff only

[OnBase](#) - link available to internal staff only

[OnBase Job Aid](#)

SW Region Programming Engineer - Vicki Romenesko, vicki.romenesko@dot.wi.gov

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